



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

April 23, 2010

Luz Ongkiko, Finance Director
Wingman Media, Inc.
12910 Culver Boulevard, Suite F
Los Angeles, CA 90066

Dear Ms. Ongkiko:

RE: FINAL MONITORING VISIT REPORT for Wingman Media, Inc. (Wingman Media) –
ET09-0560

Date of this Visit:	04/23/10
Beginning/Ending Time:	9:00 a.m. – 12:00 p.m.
Date of the Last Visit:	11/19/09
Visit Location:	Los Angeles
Persons in attendance:	Luz Ongkiko, Finance Director, Wingman Media Elsa Wadzinski, Contract Analyst, Employment Training Panel
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	03/30/09 – 03/29/11	Agreement Amount:	\$17,424
Training Start Date:	May 2009	No. to Retain:	18
Date Training must be Completed:	12/29/2010	Range of Hours:	8 – 60
Type of Trainee:	Retrainee	Weighted Ave. Hours:	44

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5353 Mission Center Road, Suite 110
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FINAL REPORT SUMMARY:

This Agreement was executed on April 17, 2009 and ETP training began on June 11, 2009. You reported that all ETP training was completed on March 25, 2010, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – March 29, 2011. There were no revision requests during the term of the Agreement.

Project staff advised the Analyst that although the Agreement outlined training for 18 trainees, a total of 23 trainees participated and completed ETP training as specified on Chart 1, Exhibit A of the Agreement and are anticipated to complete the 90-day retention period. Assuming all other Agreement requirements are met, Wingman Media will earn an estimated \$14,168 (81%) of the total ETP Agreement amount (\$17,424). To date, you have received \$4,598 in unearned ETP funding. Ms. Wadzinski reminded project staff that the Final Closeout should be submitted no later than 30 days after the Agreement term has ended.

In discussing the ETP training, you commented that although Wingman Media did not complete 100 percent of the training, it was able to provide more than 100 percent of employees initially identified to receive training with Continuous Improvement and Business Skills training. You also added that this training has led to demonstrated improved communication skills, more effective goal setting strategies and better organizational techniques resulting in more productive teamwork; allowing the company to remain viable in California.

Ms. Wadzinski asked if you or your staff encountered any barriers when implementing your ETP program. You responded that Wingman Media was committed to the training plan submitted to ETP, and had a predetermined training schedule, so training was not an issue. You further stated that since the company committed to the training program, and a schedule was in place, training rolled out and progressed seamlessly.

In closing, you reported that ETP's websites are user-friendly, and that ETP staff provided good support throughout the Agreement. Further, you indicated that Wingman Media would consider returning to ETP for another contract to continue Phase II of the training started under this Agreement if ETP funds were to become available.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Job Number	Number Started Training	Number Enrolled in Training	Number of Trainees Dropped (following enrollment)	Number of Trainees Completed Minimum Hours	Number of Trainees Completed all Training	Number of Trainees Completed Retention
Totals:	23	23	0	23	23	7

The project status provided corresponds with the Contract Status report indicating 23 trainees were enrolled.

ATTENDANCE ROSTERS:

The Analyst reviewed attendance rosters for 23 trainees for the period between June 11, 2009 and March 25, 2010, and compared the data indicated on the rosters to the information input on the ETP On-Line Tracking System. The review of the Class/Lab Rosters indicated that the Rosters were completed correctly, and corresponded with the information input on the ETP On-

Line Tracking System, and met ETP's requirements; and the Agreement curriculum was provided as specified; and that you are in compliance with the ratio of one trainer to 20 retrainees, as specified in the Agreement Training Plan.

You were advised that the above findings are based only on the training records reviewed during this visit. Therefore, it is your responsibility to ensure that all training records comply with Panel requirements for auditing purposes. (Reference: Title 22 California Code of Regulations, Section 4442)

AUDIT:

Next Intent will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Elsa Wadzinski at (818) 755-3634 or by email at ewadzinski@etp.ca.gov within ten (10) working days from the receipt of this report.

Sincerely,

Signature on file

Wally Aguilar, Program Manager
North Hollywood, Regional Office

Signature on file

Elsa Wadzinski, Contract Analyst
North Hollywood, Regional Office

cc: David Guzman, Chief, Audits & Program Operations Division, ETP (via E-mail)
Kulbir Mayall, Fiscal Manager, ETP (via E-mail)
Master File
Project File

Date report mailed to Contractor 4/29/10